

Reclamation Manual

Policy

Subject: Alternative Work Schedules (AWS)

Purpose: To establish Reclamation's policy governing the use of alternative work schedules and to serve as the Reclamation Supplement to the Department of Interior policy in 370 DM 610, Hours of Work.

Authority: 5 U.S.C. Chapter 61, Hours of Work, Subchapter II, Flexible and Compressed Work Schedules

5 CFR 610, Hours of Duty

OPM Handbook on Alternative Work Schedules, December 1996

Labor Management Relations (LMR) Guidance Bulletin on Negotiating Flexible and Compressed Work Schedules, July 1995

President's memorandum of July 11, 1994, *Expanding Family-Friendly Work Arrangements in the Executive Branch*

President's memorandum of June 21, 1996, *Implementing Federal Family Friendly Work Arrangements*

Contact: Diversity and Human Resources Office, Reclamation Program Group, D-4200

1. General.

- A. Reclamation adopts the AWS, which includes both flexible and compressed work schedules, as its standard work schedule and encourages flexibility in establishing variations in the work schedule to meet employee and organizational needs to the maximum extent possible. However, management also reserves the right to establish a regular, fixed workweek and/or shift operations in accordance with existing regulations as the work of the organization dictates or to deal with other issues on a case-by-case basis. Participation in a Maxiflex schedule is available for members of the Senior Executive Service (SES) only.
- B. The authority to establish and modify AWS is delegated to the Regional Directors for their respective regions; to the Director, Reclamation Service Center Denver-based Commissioner's Office employees and RSC employees; and to the Manager, Washington Administration and Performance Review Initiatives for Washington-based employees. This authority may be redelegated.

Reclamation Manual

Policy

- C. A specific plan must be developed for each AWS being proposed. See Reclamation's Administrative Guidance No. PER-1-98 for a sample. AWS must be in compliance with the references listed above and related OPM regulations and law, such as those dealing with overtime, night pay, holiday pay, etc.
- D. AWS already in place may be retained and/or modified. Regional and local plans must prescribe coverage, exceptions to coverage, and time and attendance procedures.

2. General Parameters.

- A. Official business workweek for customer service purposes is Monday through Friday.
- B. Official business hours for office coverage are any consecutive 8-1/2 hours between 7 a.m. and 5 p.m. as designated by those officials in paragraph 1B above. An adequate level of office coverage must be maintained during those hours. Voice mail does not constitute coverage. Individuals may work between 6 a.m. and 6 p.m. if it is in the local plan.
- C. Official flexible work schedules remain unchanged at an 8-hour workday, 40 hours basic workweek (which does not extend over more than 6 of any 7 consecutive days), and 80 hours biweekly (pay period). Only the actual hours and/or days worked may vary. Maxiflex schedules are not allowed, except when approved by the Director, Diversity and Human Resources, D-4000.
- D. Saturday, for the purpose of earning credit hours, is included in the tour of duty as a flexible workday with no regularly scheduled work hours. Those employees may earn credit hours on Saturday if included in the AWS plan, not to exceed 8 hours. Credit hours cannot be earned on a compressed work schedule. Credit hours may not be earned on Sunday unless it is a regularly scheduled workday of at least 8 hours.
- E. The daily maximum earnings for credit hours is 2 hours. Credit hours must be earned within the parameters of the 8-hour basic workday under a flexible work schedule, after completing the daily basic workday, and earned/used in no less than 15-minute increments.

- 3. **Union Involvement.** Establishment of, or changes to, any flexible or compressed work schedule is subject to the provisions of collective bargaining agreements when an exclusive bargaining unit exists.